



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

December 20, 2012

#119-12

DEPARTMENT: DHSS- BHS
POSITION: Medical Records Technician
SALARY: \$15.00- \$18.00 (D.O.E.)
CLOSING DATE: OPEN UNTIL CLOSED
SUPERVISED BY: BHS (BEHAVIORAL HEALTH SERVICES) CLINICAL DIRECTOR

DUTIES AND RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

The Department of Health and Social Services (DHSS)/ Behavioral Health (BHS) Medical Records Technician (MRT) is responsible for the management of complex patient/client medical and mental health records in both paper and electronic formats. The incumbent will manage, organize, and maintain the patient/client medical and mental health records for the CRIT Behavioral Health Services (BHS) program in compliance with DHSS/BHS policies and procedures and applicable federal, state, and Tribal laws, rules, regulations, and provider agreements including records of clients served by the Alcohol and Substance Abuse Program (ASAP) as well as records of clients residing in the CRIT Residential Treatment Center (RTC) and other placements made by or facilitated by CRIT BHS/ASAP, outside providers, clients/patients, staff of the DHSS (including the Office of Social Services and Community Health Representatives) in the provision of medical records management services. The incumbent will serve as the primary point of contact, trainer, and coordinator for the Electronic Health Record (EHR) system for the CRIT DHSS. The incumbent will coordinate with the Community Health Representatives (CHR) Manager and staff to assist in the establishment of a uniform medical record system across the programs as well as the implementation of the EHR.

MAJOR DUTIES/RESPONSIBILITIES:

- Maintain all client/patient medical/mental health records and required documentation in accordance with applicable departmental, tribal, state, and federal

standards, policies, rules, and laws, including intake forms, enrollment documentation, placement documentation, progress notes, treatment plans, consultation notes, treatment updates, referrals, and reports.

- **Coordinate with DHSS, BHS/ASAP, and the CHR regarding the implementation of the Electronic Health Record (EHR) system.**
- **Input and coordinate the input of all current patient/client information into the EHR.**
- **Maintain and coordinate the maintenance and further development of the EHR and EHR interface.**
- **Serve on committees and work groups pertaining to the implementation of the EHR and interoperability with medical billing, AHCCCS, and the Insurance Exchange.**
- **Coordinate the application and interface of the medical billing portion of the EHR with Medical Billing staff members.**
- **Provide trainings to BHS/ASAP/CHR staff regarding medical/client records maintenance and applicable methodology, rules, and regulations**
- **Coordinate services with a variety of mental health/medical providers, including Psychiatrists, Psychologists, Mental Health Therapists, Counselors, Social Workers, Substance Abuse Counselors, and Behavioral Health Technicians.**
- **Coordinate the appropriate and legally permissible release of patient/client medical/mental health records in compliance with federal and Tribal law.**
- **Coordinate the appropriate and legally permissible transfer of patient/client medical/mental health records to facilities/agencies as requested by or on behalf of clients in a timely manner.**
- **Participate in/on intradepartmental, inter-agency committees, boards, work groups, and task teams as assigned.**
- **Abide by and coordinate the application of all aspects of the Health Insurance Portability and Accountability Act (HIPAA) with regards to services and client confidentiality.**
- **Serve as the HIPAA coordinator/trainer for the CRIT DHSS (all programs).**
- **Perform all other duties as assigned.**

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Minimum Qualifications-

High School Diploma or GED (prefer and Associate's Degree in Medical Records Management or related field) (some post-secondary education highly preferred). Extensive (a minimum of two year's) professional experience in the field of medical records management including the management of electronic medical records is required (some experience in output mental health records management preferred). Specific training in the field of medical records management (to include the management of Electronic Health Records) is required. Certification in Healthcare Information Management, Electronic Health Records Management, or a related field is highly preferred. Extensive experience in the use of network based computer systems and the management of complex documents. Databases, etc. in an office setting is required.

OTHER QUALIFICATIONS:

- Posses a valid Arizona Driver's License
- Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.
- Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPPA).
- Requires excellent written and oral communication skills.
- Requires excellent organizational Skills and an ability to remain self-motivated.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT**

**26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.